

Regular Meeting

April 26, 2004

12:30 p.m.

The regular meeting of the Municipal Civil Service Commission convened on Monday, April 26, 2004, at 12:30 p.m. with Priscilla Tyson and Mary Jo Hudson in attendance.

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RE: *Review and approval of the minutes from the March 29, 2004, regular meeting.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conference for the following appeal: Malkahn Miller vs. Columbus Public Schools, Appeal No. 03-BA-0026. Custodian II – discharge – hearing scheduled for July 12, 2004.*

Malkahn Miller – Custodian II discharged from Columbus Public Schools for abandonment of position. This will initially be a jurisdictional hearing to determine if the appellant did or did not abandon his position. If the trial board determines he did, the hearing will be over. If the trial board determines that he met the burden of proof that he did not abandon his position, the trial board will conduct the hearing to determine if the discharge should be upheld. The appellant will testify on his own behalf and Columbus Public Schools will present six witnesses to testify that the appellant did not phone in his absence. The documentary evidence from the appellant will consist of a doctor's excuse, a letter from the appellant's physician, an accident report and if available, notations from the call-in records at 17th Avenue. The Columbus Public Schools will submit prior discipline for AWOL offenses and attendance records into evidence. The entire case may take more than one half of a day and may have to be continued. Witnesses for Columbus Public Schools are unavailable on the July 12 hearing date because school is out. Ms. Carter advised the parties that the hearing would start on July 12 and completed on at a later date if necessary.

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RE: *Request of the Civil Service Commission staff to amend Rule VII(E)(3) to allow for the submission of non-original documentation for veteran's preference consideration.*

PRESENT: Denise Nappier, Personnel Administrative Officer

Denise Nappier presented this request to adopt revised language to Rule VII(E)(3) in order to accommodate the recent expansion of the application process to include on-line and mail-in applications.

Under the current rule, applicants desiring veteran preference points must submit original veteran service documentation to the Commission for review by staff. The applicant at the Commission offices prior to the examination date has typically done this via a personal visit. Because those interested in a Commission exam can now apply on-line or by mail, staff recommended that applicants be permitted to submit a copy of veteran service documentation with their mailed application or following their on-line submission so as to enjoy the full benefits of these recently added options. All applicants requesting preference consideration will continue to be required to complete and submit a Veteran's Service Certification form certifying the type and duration of reported military service.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Columbus Public Schools for acknowledgement by the Civil Service Commission of Superintendent Gene T. Harris' designation of Craig S. Bickley, Director Human Resources, as the appointing authority for the classified employees of the Columbus Public Schools effective March 2, 2004.*

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Review of the Findings and Recommendation of the Trial Board hearing held on September 15, 2003, and continued on January 29, 2004: Arturo Kendrick vs. Columbus Public Schools, Appeal No. 03-BA-0007.*

The Commissioners adopted the recommendation of the Trial Board to affirm the action of the appointing authority discharging Arturo Kendrick from the position of Bus Driver with the Columbus Public Schools.

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RE: *Request of the Columbus Public Schools to update the Class Series List, last updated in March 1995.*

Request of the Columbus Public Schools to update the Same and Similar List, last updated in June 1997.

PRESENT: Wayne Christie, Columbus Public Schools

The Commissioners approved the requests from the Columbus Public Schools to update their Class Series List, last updated in March of 1995, and their Same and Similar list, last updated in June of 1997.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Deputy City Auditor (U) with no revisions (Class Code 0163).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Deputy City Auditor (U) with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed to ensure accuracy. This classification was last reviewed in September of 1999. There is currently one incumbent in the classification.

Based upon information from the department, no proposed revisions were requested at this time. It was therefore requested that the review of the classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Assistant Auditor I (U) with no revisions (Class Code 0654).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Assistant Auditor I (U) with no revisions. This classification was reviewed in response to the Commission's objective to review or revise all classifications at least every five years to ensure accuracy. Assistant Auditor I (U) was last revised in September of 1999. There are currently five employees serving in this classification.

Based upon information received from the department, no proposed revisions were requested at this time. It was therefore requested that the review of the classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Assistant Auditor II (U) with no revisions (Class Code 0655).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Assistant Auditor II (U) with no revisions. This classification was reviewed in response to the Commission's objective to review or revise all classifications at least every five years to ensure accuracy. Assistant Auditor II (U) was last revised in September of 1999. There are currently three employees serving in this classification.

Based upon information received from the department, no proposed revisions were requested at this time. It was therefore requested that the review of the classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Assistant Auditor III (U) with no revisions (Class Code 0656).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Assistant Auditor III (U) with no revisions. This classification was reviewed in response to the Commission's objective to review or revise all classifications at least every five years to ensure accuracy. Assistant Auditor III (U) was last revised in September of 1999. There are currently two employees serving in this classification.

Based upon information received from the department, no proposed revisions were requested at this time. It was therefore requested that the review of the classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Assistant Auditor IV (U) with no revisions (Class Code 0657).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Assistant Auditor IV (U) with no revisions. This classification was reviewed in response to the Commission's objective to review or revise all classifications at least every five years to ensure accuracy. Assistant Auditor IV (U) was last revised in September of 1999. There is currently one employee serving in this classification.

Based upon information received from the department, no proposed revisions were requested at this time. It was therefore requested that the review of the classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Deputy City Attorney (U) with no revisions (Class Code 0057).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Deputy City Attorney (U) with no revisions. This classification was reviewed in response to the Commission's objective to review or revise all classifications at least every five years to ensure accuracy. Deputy City Attorney (U) was last revised in November of 1999. There is currently one employee serving in this classification.

Based upon information received from the department, no proposed revisions were requested at this time. It was therefore requested that the review of the classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Managing Attorney (U) with no revisions (Class Code 1977).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Managing Attorney (U) with no revisions. This classification was reviewed in response to the Commission's objective to review or revise all classifications at least every five years to ensure accuracy. Managing Attorney (U) was last revised in March of 2000. There are currently five employees serving in this classification.

Based upon information received from the department, no proposed revisions were requested at this time. It was therefore requested that the review of the classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Senior Attorney (U) with no revisions (Class Code 1979).*

PRESENT: Tammy Rollins, Personnel Administrative Officer,

Tammy Rollins presented the Commission's request to approve the specification review for Senior Attorney (U) with no revisions. This classification was reviewed in response to the Commission's objective to review or revise all classifications at least every five years to ensure accuracy. Senior Attorney (U) was last revised in March of 2000. There are currently eleven employees serving in this classification.

Based upon information received from the department, no proposed revisions were requested at this time. It was therefore requested that the review of the classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Attorney (U) with no revisions (Class Code 1980).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Attorney (U) with no revisions. This classification was reviewed in response to the Commission's objective to review or revise all classifications at least every five years to ensure accuracy. Attorney (U) was last revised in March of 2000. There are currently twenty-six employees serving in this classification.

Based upon information received from the department, no proposed revisions were requested at this time. It was therefore requested that the review of the classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Principal Attorney (U) [Class Code 1978].*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Principal Attorney (U). This classification was reviewed in response to the Commission's objective to review or revise all classifications at least every five years to ensure accuracy. Principal Attorney (U) was last revised in March of 2000. There are currently nine employees serving in this classification.

The only proposed revision to this specification was to expand the definition to include supervision of attorney staff and to include an example of work pertaining to claims of or against the City and the negotiation of settlements.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise and lift the hiring moratorium imposed upon the classification of Lamp Servicer (Class Code 3616).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to lift the hiring moratorium on Lamp Servicer as a result of a request from the Department of Public Utilities. The Department also requested that the minimum qualifications and examples of work be revised to more accurately reflect the requirements of the job, the work performed and the equipment used.

In November of 2002 the Commission approved the imposition of a hiring moratorium on this classification at the Department's request. It was their plan to use the Power Line Worker I classification to replace and/or repair streetlights as needed. It was intended that the work could be absorbed by the power line workers and completed during daylight hours. However there is a need within the Electricity Division to have employees available on a regular basis to perform streetlight repairs during the night hours.

It was recommended that the definition be revised to more accurately state why this classification exists, which is to maintain street lighting systems, without being so specific as to describe the lighting system that may change as technology evolves. The examples of work section of the specification was modified to incorporate a few additional duty statements to better exemplify the type of work performed within this classification. The minimum qualifications were recommended to require

one year of experience working with energized electrical lines or equipment and to extend the allotted time to possess a CDL until the 180th day of employment.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews*

No residency hearing reviews were submitted this month.

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RE: *Personnel Actions.*

No personnel actions were submitted this month.

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RE: *Administrative/Jurisdictional Reviews.*

Background Administrative Reviews
Conducted by Brenda S. Sobieck

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>BAR #</u>
1. Wesley Barrett	Police Officer	04-BR-010
2. Shad D. Marik	Police Officer	04-BR-011
3. Phillip D. Scofield	Police Officer	04-BR-012
4. Robert D. Beck	Police Officer	04-BR-013
5. Donald P. Fletcher	Police Officer	04-BR-014
6. Joseph P. Meehan	Police Officer	04-BR-015
7. Matthew Egner	Police Officer	04-BR-016
8. Brian Vogel	Police Officer	04-BR-021
9. Sean Stephens	Police Officer	04-BR-018
10. Lucas Bower	Police Officer	04-BR-019
11. Mark Brooks	Police Officer	04-BR-020
12. Joseph C. Hatfield	Police Officer	04-BR-022

After reviewing the files of Joseph P. Meehan and Brian Vogel, the Commissioners decided their names would be reinstated to the police officer eligible list.

After reviewing the files of Wesley Barrett, Shad D. Marik, Phillip D. Scofield, Robert D. Beck, Donald P. Fletcher, Matthew Egner, Sean Stephens, Lucas Bower, Mark Brooks and Joseph C. Hatfield, the Commissioners decided their names would not be reinstated to the police officer eligible list.

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The meeting was adjourned at 1:03 p.m.

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